



CITY OF SAN ANTONIO

P.O. BOX 839966
TEXAS 78283-3966

SAN ANTONIO

Street Name Change Request Process

This process is in accordance with City Ordinance 2007-08-30-0913 - ARTICLE XVI, NAMING OF CITY FACILITIES AND STREETS.

Step 1

- Obtain a Street Name Change Request Application at www.sanantonio.gov/dsd/gis.asp
- Contact the GIS Manager at the Development Services Department (210-207-6956) for assistance with:
 - Post Office Approval (a UDC requirement)
 - Street Sign installation and replacement costs
 - Estimated notification fees
 - The Street Name Change Ordinance

Step 2

- Submit a completed application to the Development Services Department. Application to include:
 - Present Street Name
 - Proposed Street Name
 - Reason for change
 - Nonrefundable application fee of \$500.00
 - Sign installation/replacement fees
 - Hearing notification fees
 - Name and address of all property owners, businesses, tenants, and residents affected by the street name change

Once the Department is in possession of a complete application, the GIS Manager has 90 days to:

- Present it to City staff for administrative review
- Schedule a public hearing for committee approval
- Schedule it on the City Council's agenda

Step 3

- Committee Review
 - After approving the application, the Department has fifteen (15) days to forward the completed application to the committee. Once the committee has receipt of the completed application, the committee shall designate the date for a public hearing. This is coordinated through the Council District affected by the change. The Council District also recommends the location, date and time of the hearing.
 - Once the date and location have been established, a hearing notice is sent to all residents, businesses, and property owners affected by the change, to the requestor and, as a courtesy, to any neighborhood association whose boundaries include the designated street. A hearing notice is also sent to the members of the Committee conducting the hearing. These members are: the Directors of Public Works and Development Services (or their representative), the Councilperson (or

- his / her representative), an Assistant City Attorney and a Community Representative. The Community Representative is selected by the Councilperson and must be someone who will be affected by the name change.
 - o Notice will also be served by public service announcements, press releases, and other appropriate community bulletins to the entire city
 - o A period of at least fifteen (15) days shall be required in order to give the Department sufficient time to provide notice.
 - o The committee will meet on the designated date to consider the submitted name(s). This meeting shall be open to the public with time allowed for public comment. The committee shall either approve the name change and forward to City Council or reject the submitted name.
- Committee Denial
 - o A committee vote to deny the applicant's request shall end the issue and the request will not proceed to City Council. The applicant will be refunded the estimated street sign costs.
 - Committee Approval
 - o Within thirty (30) days of concluding that the name should be changed, the committee will submit in writing both the submitted name and rationale for the choice to City Council.
 - Bypassing committee review
 - o A committee hearing for the renaming of streets may be bypassed only upon presenting a petition (see last page of application) consisting of the signed names, addresses, and telephone numbers of 75% of all property owners, businesses, tenants, and residences affected by the street name change who are in favor of the street name change.
 - o The Department shall not set a completed application and attached petition that qualifies to bypass the committee hearing on the City Council without meeting the administrative review requirements of the Ordinance. In such cases, the Department shall research the rationale for and significance of the original name and include the results with the reason for the new name.
 - City Council Denial
 - o Should the City Council reject the submitted name, the process is over and the estimated street sign cost will be refunded.
 - City Council Approval
 - o If the City Council approves the name change, Development Services will notify City staff, the affected residents, businesses, and property owners and as a courtesy to them the US Postal Service, Bexar Metro 9-1-1, City Public Service, SAWS, Bexar County Appraisal District, Mapsco, the Fire and Police Departments will also be notified.

Contact the GIS Manager at Development Services, should you have any questions regarding this process.

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